

Grafton Recreation

Summer Days Program - Counselor Job Description

Summary:

Under supervision of the Program Director and Assistant Program Director, a Counselor is responsible for an assigned group of children, ranging in ages from 4-13. The Counselor will lead and circulate their group through a variety of activities throughout the day. The Counselor will assist during each activity, but the Counselor's main function is to oversee, engage and interact with their group.

Minimum Requirements:

- Must be age 16+.
- Experience and a passion for working with children; be ready to listen and give your undivided attention to the children and have a positive 'can-do' attitude.
- Must be First Aid and CPR certified.
- Must have a CORI check.

Knowledge, Skills and Abilities Required:

- Must have experience working with children, an outgoing and positive personality, be a positive role model, show good judgement with decision making, demonstrate leadership skills, be responsible, trustworthy, honest, sincere and helpful.
- Must be able to effectively communicate with a group of children and parents, follow directions from the supervisor and have the ability to follow routine verbal and written instructions.
- Ability to react calmly and effectively in emergency situations and stay neutral and calm when handling difficult situations.

Duties and Responsibilities:

- Check in children for attendance every morning and report any absences to Program Director.
- Set up daily supplies every morning and pack away all supplies every afternoon.
- Maintain a clean environment wherever your group is stationed. Clean up and organize each station before your group leaves. Ensure your groups' back pack area is tidy.
- Clean up any spills/messes on the cafeteria floor
- Being aware of where your campers are at all times. Being 100% responsible for the location and safety of those kids assigned to you.
- Placing yourself in locations that allow you to observe all your kids at the same time; facing the entire gym, cafeteria, or playground, etc. to be able to keep an eye on all your kids.
- Perform maintenance duties as directed by program Director to maintain a clean and safe facility.
- Ensure authorized pick up of children; checking ID's and matching to a list of authorized names.
- Follow any directions given by the Program Director to ensure a safe environment
- Check out with Program Director at the end of the shift, report any requests/issues and maintain an accurate timecard.

Positive Role Model

- Body language
- Engagement with kids and parents
- I Can Do it Attitude
- Positive words
- Respect of the Program Director's leadership

Leadership Skills

- Show initiative in leading games and activities, making them fun

Responsibility

- Caring for the needs of the kids in your group
- Caring for the equipment used
- Putting equipment and activities in proper place
- Cleaning up after yourself and your group

Trustworthy

- Must follow the directions of the Program Director
- Able to be counted on if asked to lead a group
- Able to follow the plan of the day

Group Management skills

- Engaging your group of kids in each activity
- Able to Lead activities such as name games and choice blocks
- Participating in each activity including art and sports
- Keeping headcounts and knowing where your kids are at all times
- Handling conflicts within the group in a positive and constructive manner
- Adapting to a change in schedule or timing of an activity by being able to quickly improvise and implement a game or activity on your own.

Seasonal part-time and full-time positions are available.

Applications may be found online at GraftonRec.com under Employment Opportunities.

E-mail recreation@grafton-ma.gov with questions or for additional information.